

CITY MANAGER REPORT ON COMMISSION DIRECTED ITEMS

Item	Commission Meeting or Special Meeting Date	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
1	April 4, 2017	City Manager/ Human Resources	Build relationship with High School to implement internship programs/give monthly update/ August 2017 implementation goal (updated email 12/5/17) 1) HR Director is in process of meeting with the Principal 2) Memo sent to Commission 12/20/18 3) HR Director met with Principal Johnson on 12/19/18; a summary will follow of implementation of internship program 4) Memo sent to Commission 9/16/19 5) Memo sent to Commission 1/21/20	On Hold	
2	June 7, 2017	Parks and Recreation	Work with Sarasota County and Southwest Florida Water Management District for Deer Prairie Creek Connector Bridge.	On hold pending outside agencies	
14	February 13, 2018	Public Works	Traffic signal at High School - inhouse signal warrant analysis, place on agenda and email results (minutes Page 3 Item #B #1) (email update- will hire consultant?) 1) Memo sent to Commission 10/15/18 2) Memo sent to Commission 3/11/19 3) Memo sent to Commission 9/16/19	March 2020	
20	April 10, 2018	NDS	Workshop on permitting and building processes and improvements. 1) Workshop postponed due to new Permit software coming online per CM	On hold until software is online	
25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3) 1) Memo sent to Commission 6/17/19 2) Currently in CAO Review 6/10/19	Pending CAO Review	
27	June 7, 2018	City Manager Public Works	Angle Parking along 41 - CM to fast track angle parking on the north side of 41, concurrently to the one already planned. 1) Memo sent to Commission 9/19/18 2) Memo sent to Commission 1/21/20		December 2019
29	June 12, 2018	City Manager Finance	CM to send via email any change order to the Commissioners for the Aquatic Center.	Ongoing	

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31	June 26, 2018	Public Works	Provide Commission with history on the storm water drainage design at City Center and why pond was put on the vacant property. 1) Memo sent to Commission 9/19/18 2) Memo sent to Commission on 10/15/18 update on stormwater plan 3) Memo sent to Commission 9/16/19 4) Memo sent to Commission 10/15/19	January 28, 2020	
48	September 6, 2018	City Manager	Staff provide market analysis on Spring Haven Drive, including lien and title search; authorize CM to negotiate purchase of properties and bring back offer to Commission	In Progress	1) Dec 5th approved purchase of 5 lots along Spring Haven
59	October 23, 2018	NDS/Public Works	Provide options for emergency access for Villas of Charleston Park, reviewing phases 1 and 2, review secondary access, additional information, collaborate with Jockey Club and other adjacent area's; cost of paved road, other developments in NP that need emergency access 1) Memo sent to Commission 2/27/19 2) Memo sent to Commission 4/15/19 3) Memo sent to Commission 7/15/19	On Hold until properties are purchased along Spring Haven Dr.	
60	October 23, 2018	City Manager/Finance	1) Create a new Community Fund for \$5k, funded by contingency to provide donations to community groups. Create parameters of fund to include using City's social media/ development of a Community calendar and bring back to Commission. 2) CM work with Huskies to promote fundraising activity using the City's social media, our website/Facebook.	In Progress	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	Ongoing	

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66	November 5, 2018	NDS	<p>Direct staff to bring back ordinance within 3 months 1) allow 8 ft fence from elevation of house and all around all sides; 2) remove hedges; 3)cross reference landscaping to changes; 4) make sure code is consistent within language itself and 5) visibility triangles language is reviewed for consistency.</p> <p>1) Per CM this will be a discussion item for 2/26/19 mtg ; Per Commission on 2/26/19 moved to 3/7/19 Special Meeting</p> <p>2) Per Commission direction on March 7th, 2019 to come back with more information</p> <p>3) Memo sent to Commission 5/20/19</p> <p>4) Memo sent to Commission 7/15/19</p> <p>5) Memo sent to Commission 9/16/19</p> <p>6) Memo sent to Commission 10/15/19</p>	1st reading December 10, 2019	
94	January 7, 2019	Parks and Recreation	<p>Staff to do research on Springs legislation for grant funding on Springs, utilities assistance and water supply. Staff to reach out to Jono Miller. Lobbyist would be most knowledgeable.</p> <p>1) Memo sent to Commission 2/19/19</p>	December 2019	December 10, 2019
109	February 7, 2019	NDS	<p>1) Bring back a discussion item with draft ordinance language that allows for a quarterly event that rotates location, which can be expanded by the City Commission as determined appropriate, to start with a pilot location of Dallas White Park, which should prioritize North Port vendors for a period of 10 days, then be open to non-NP residents, and which should remove the limit on vendors and instead use a calculation based on the max number of vendors that can fit at each proposed location.</p> <p>2) Bring back ordinance - Currently in CAO review (9.4.19)</p> <p>1) Memo sent to Commission 11/18/19</p>	January 2020	<p>1) June 11, 2019</p> <p>2) January 14, 2019</p>
110	February 7, 2019	NDS	<p>Simultaneously conduct a study to update the City's impact fees (excluding transportation) and a study to create a mobility fee. Work with CM to do a budget amendment if necessary/possible.</p>	2) Mobility Study - Draft February 2020	1) Impact Fee Study - Consultant hired June 4, 2019

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113	February 12, 2019	NDS	<p>1) Bring back research on what uses are prohibited and special exception in NC-LI, a map that shows NC-LI zoning districts, businesses that have been refused with full details as to why they were turned away, and research on a Code where neighborhood commercial is functioning well – not limited to Florida. NDS should work with Economic Development in working on this language.</p> <p>1) CM moved to September 2019 workshop</p> <p>2) Motion at 9/18.19 Mtg to add 2 directives Phase 1 begin evaluation of list to reduce barriers of development; Phase 2 complete re-evaluation of design standards to focus on form over use. Phase 2 does not have a date to come back, it requires a broader discussion.</p> <p>3) Per CM this item moved from January to February 2020</p>	2) February 2020 (Phase 1)	1) September 17, 2019
118	March 4, 2019	Public Works	<p>Schedule a future workshop on recommended flooded property acquisition. Prepare a map for the three black outlined areas to include Commission requests: parcel lines, land use, vacant, etc.</p> <p>1) Memo sent to Commission 9/16/19</p> <p>2) Memo sent to Commission 10/15/19</p>	December 2019	December 2, 2019
122	March 5, 2019	City Manager	<p>Direct staff to develop a MOU between teen court and the City of North Port to establish conduct and rules.</p> <p>1) Memo sent to Commission 9/16/19</p> <p>2) As of 10.6.19 in CAO review will be moved to November 2019</p>	November 26, 2019	November 26, 2019
136	April 1, 2019	NDS	<p>Neighborhood Rev Plan - Would like to see achievements in revitalization project, more defined than what was presented. Build format, strategy and plan going forward. Provide ongoing projects that are occurring within neighborhoods.</p> <p>1) Memo sent to Commission 9/16/19</p> <p>2) Memo sent to Commission 1/21/20</p>	February 2020	

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137	April 1, 2019	NDS	Provide Commission with map of neighborhood signs, with notation of whether signs are in City right of way or on private property. Items to include: ID Neighborhood locations, private ROW, or City. Who owns signs? Do we maintain sign? 1) Map will be submitted end of July; #137 will be discussed in September with #136 and #187 2) Memo sent to Commission 9/16/19 3) Memo sent to Commission 1/21/20	February 2020	Combined with #136
138	April 1, 2019	NDS	1) Provide more information and suggestions on criteria used to form neighborhoods. Updates to Comp Plan will be necessary, including neighborhood names and updated maps. 1) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties 2) Moved to be discussed with city owned property discussion on March 2020	March 2020	1) September 17, 2019
142	April 10, 2019	City Manager	Provide the Commission the a map and list of escheated lots and what lots the City plans to sell; list or map of properties the City currently owns. Research 2005 agreement, bring back to Commission 1) Memo sent to Commission 5/20/19 2) Motion from 12/5 - Approve map provided and to allow for acquiring property to add to the land bank including 19 surplus properties. a) Allow for a first right of refusal to those who owned property adjacent, except for those properties currently being utilized. b) Make the City's own parcel dashboard public and c) to bring back selling and swapping land process and procedure in the future.	2a) - Date to be determined after selling procedures approved by Commission 2c) - March 2020	1) December 5, 2019 2b) December 12, 2019
143	April 23, 2019	NDS	Staff bring back aesthetic requirement for street lighting within the US 41 corridor and activity centers to be city center green.	April 2020	
148	May 14, 2019	NDS	Staff to research the environmental impact of the Heron Creek DRI. Include the semi annual reports that were to be provided. 1) Memo sent to Commission 9/16/19 2) Memo sent to Commission 1/21/20	February 2020	

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157	May 28, 2019	Parks and Recreation	1) Direct city staff to solicit a P3 willing to create new daycare, clothes closet, art center and pool as well as entire Dallas White entity to include design and construction to be brought back within the next 6 months. 2) At 11/26/19 mtg, motion was for staff to bring back recommendations or information on P3 solicitation for Dallas White as an agenda item.	1) November 26, 2019 2) March 2020	
158	May 28, 2019	Finance	Staff bring back and amendment to the city code allowing the disposition of assets through direct sale to another government without conducting an auction regardless of estimated market value of the asset. 1) Memo sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19	November 26, 2019, was moved to December 5, 2019 per CM 2nd Reading - January 14, 2020	1st Reading December 5, 2019
163	June 6, 2019	Parks and Rec/NDS	Direct staff to work with NP Park presenters to allow them to make a presentation for Skate Park mural to Art Advisory Bd. Work with staff on design of park and bring back final design to Commission prior to implementation. 1) Next step Parks staff meeting with artist on 9/12/19. 2) Memo sent to Commission 10/15/19	May 2020	
180	June 25, 2019	Public Works	Bring back to Commission in July information on covenants and restrictions for Cedar Grove subdivisions request to take over streets 1) Memo sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19 3) This item was pulled on 10/22/19 Commission mtg; new date of Jan 2020 4) Memo sent to Commission 1/21/20	March 2020	
181	June 25, 2019	Public Works	Solid Waste Transfer Station - Motion to direct staff to come back with a variety of properties that are public and privately owned minus the lake area to consider City to purchase to create Transfer Station within Activity 6. Staff provide costs for a Transfer Station at each new location.	April 2020	
182	June 25, 2019	City Manager	CM to bring back Resolution for the National League of Cities Water and Sewer Line Warranty Program for consideration at a September meeting. 1) Memo sent to Commission 9/16/19	January 28, 2020	

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187	July 1, 2019	NDS	Staff to take pictures of neighborhood signs in North Port 1) Memo sent to Commission 9/16/19 2) Memo sent to Commission 1/21/20	February 2020	Combined with #136
196	July 16, 2019	Finance	1) Consensus to Invest in plaques to note initiative (pool budgeting) of 2009 Commission. 2) Motion from Dec 5th - Move topic to first meeting after January 1, 2020 with further discussion of history/origin of what year Commission first budgeted for the pool as well as ensuing pool expenditures.		1) December 5, 2019 2) January 14, 2020
197	July 17, 2019	Public Works	Push Out S Tamiami Trail Linear Parking for one year and explore the possibility of commercial businesses along the proposed parking are subsidized the off-site parking next to their business 1) Memo to Commission 10/15/19 2) Memo sent to Commission 11/18/19 3) Memo sent to Commission 1/21/20	February 2020	
199	July 17, 2019	NDS	Art Impact Fund money charged to newly constructed businesses needs review as per ULDC. Possibly amount calculated and required to be paid by needs revised.	January 2020	January 14, 2020
200	July 18, 2019	City Manager/Parks and Recreation	City Manager to continue to work on a secondary plaque recognizing those Commissions who were involved in planning and budgeting for the Aquatic Center. If there is an issue that go beyond 2nd plaque that it is brought back to the Commission. 2) Motion from Dec 5th - Move topic to first meeting after January 1, 2020 with further discussion of history/origin of what year Commission first budgeted for the pool as well as ensuing pool expenditures.		1) December 5, 2019 2) January 14, 2020
203	August 29, 2019	Public Works	Bring back ordinance that will allow suspension of code enforcement for lack of mowing 1) Memo sent to Commission 1/21/20	April 2020	
204	September 5, 2019	City Manager	Direct the City Manager to send a letter to Sarasota County to see about purchasing San Mateo, Chamberlain, Kemsler and all lands along the Myakkahatchee Creek subject to North Port City long term goals and objectives for park lands. 1) This directive will include applying via applications not thru letters to Sarasota County for each property to be considered for nomination; estimated to be completed by end of October.	In Progress, working with County on nominations	

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205	September 5, 2019	Utilities	Request staff get with Sherry Straub to bring back presentation on Nature Bill or Rights with Clear Water Now, Inc. 1) Memo sent to Commission 11/18/19	December 2019	December 5, 2019
206	September 10, 2019	Public Works	Schedule a joint meeting with Environment Advisory Board to include a presentation from staff on Aquatic Spraying. 1) Memo sent to Commission 1/21/20	February 2020	
207	September 10, 2019	City Manager	Develop an Advisory Board Handbook to include procedures, policies, links to videos. 1) Memo sent to Commission 1/21/20	February 2020	
208	September 10, 2019	City Manager	1) Bring procedure back for City Charter Officers for time off provisions for Oct 7th Workshop 2) Consensus on 10/7/19 for agenda item brought back to discuss communication in regards to time off for Charter Officers 3) Memo sent to Commission 1/21/20		1) October 7, 2019 2) January 14, 2020
209	September 10, 2019	City Manager/NDS	1) Allow Holly's Hope to present at Youth Council Board. Holly's Hope will present their mission/vision etc. Ask Youth Council Board to work with Holly's Hope to organize a youth centered program. 2) Bring back to Commission.	2) March 2020	1) October 28th, 2019
211	September 10, 2019	Public Works	Schedule presentation on property exemptions for special district assessments at a future Public Meeting. To include what we are doing now, what the law allows.	January 28, 2020	
214	September 23, 2019	NDS	Request Sarasota County archeologist to do a presentation to Commission.	In progress, waiting on availability of County staff before scheduling.	
215	September 23, 2019	NDS	Have staff provide the 2015 map of known archeological locations to Commission		November 27, 2019
216	September 23, 2019	Parks and Recreation	Staff come back to HCAB and P&R Adv Bd with proposed location to relocate Veterans Park and present to Commission	May 2020	

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218	September 24, 2019	City Manager	1) Staff to bring back a challenge coin pricing and designs with City Seal on front and inspirational verbiage on back for Commission approval. Coins to be distributed at will by Commissioners without body approval. This was scheduled for 11/26/19 but moved to 12/5/19 per CM. 2) Motion on 12/5 to select 2 different challenge coin designs - 1) You Made a Difference and 2) In Honor of Your Greatness; in the larger size with information regarding pricing and quantities bring back to Commission prior to ordering	2) February 2020	1) December 5th, 2019
219	September 24, 2019	Parks and Recreation	Proclamation for American's Got Talent NP resident; she will be the Grand Marshall and sing for the opening of the event for the Poinsettia Parade. 1) This item was pulled on 12/5/19- reschedule when family is in town	On Hold - Waiting for family to be in town per 12/5/19 mtg	
221	October 2, 2019	City Manager	City Manager schedule joint meeting with Sarasota County in April 2020 to discuss the following items: 1) Joint Planning Agreement to address planning at the borders of the City /County; 2) Discussion on Parks and Recreation agreement between City and County; 3) Discussion on money returned to County from YMCA, should it be returned to City; and 4) Update on Legacy Trail	TBD	1) November 7th Commission mtg discussed topics.
222	October 2, 2019	City Manager	Staff to gather information on following 3 items and come back within 1 year for a joint meeting, October 2020 if needed. 1) E911 Funds- looking at apportionment of funds to the City of North Port (Mr. Lewis will write a memo); 2) Creation of CRA and 3) Community Re-investment Act Update	TBD	
223	October 3, 2019	Utilities	Staff bring back ordinance to eliminate the opt in program for the Cross- Connection Control Program. 1) Memo sent to Commission 1/21/20	February 2020	
228	October 7, 2019	City Manager/HR	Consensus for City Manager to provide Commissioners with Organizational Charts.	June 2020	

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229	October 7, 2019	City Manager/HR	City Manager & HR to review Police Department's Records Department positions 1) Memo sent to Commission 1/21/20	December 2019	December 2019
230	October 7, 2019	HR	Staff bring back agenda item to discuss "communication" in regard to time off for Charter Officers 1) Memo sent to Commission 1/21/20		January 14, 2020
231	October 8, 2019	Utilities	Neighborhood Expansion -- Come back w/plan outlining incentives for hooking up to the septic system, including a payment plan for residential properties, a plan for the design and inspection of septic systems and the "don't fix it if it isn't broke" plan. 1) Memo sent to Commission 1/21/20	July 2020	
232	October 8, 2019	City Manager	Consensus for Staff and Advisory Board to develop a plan to participate in the Sarasota County Centennial Celebration and bring back to Commission to iron out details.	February 2020	
233	October 22, 2019	Public Works	Price Blvd. Widening -- Work up estimated construction costs for turn lanes using comparison of all surface type including stamped asphalt, include wearability and maintenance cost estimates for each surface type and bring back to Commission within 3 months along with a Price Blvd. Intersection Presentation.	January 28, 2020	
235	October 22, 2019	Public Works	Vice Mayor McDowell requests memo on tree removal/replacement on both Toledo Blade Blvd. and Sumter Blvd. 1) Memo sent to Commission 1/21/20	December 2019	December 2019
236	November 4, 2019	NDS	Bring back agenda item on Economic Development Strategic Planning feasibility study 1) Memo sent to Commission 1/21/20	February 2020	
238	November 4, 2019	NDS	Bring back additional information on all framework that Econ Dev wants for all deferrals, waivers, etc. for workshop by March 2020	March 2020	
239	November 12, 2019	NDS	Provide cost analysis during Budget for Social Services lease agreements	During Budget Process	

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240	November 12, 2019	City Manager	Motion to send letter to Superintendent of Schools for the following agenda items to be included: No school on Veterans Day, all aquatic activities coord with school, discuss NPPAC agreement use costs, internet access and graduation requirements, traffic and lighting at high school and middle school corridor, update on police force, update on NP stats, any future schools planned for NP. 1) Copy of letter sent to Commission 1/21/20		November 15, 2019
241	November 26, 2019	City Attorney/City Manager	New ordinance to address the impact fee setting the time of that June 11 ordinance that any permits open up to that date would reflect the old impact fee percent, that from June 12 on it would be the new 75%; once the ordinance is brought back and codified, those who have already paid the higher impact fee would receive back the overpayment; and there will be notification that there will be one year for those with open permits as of June 11 to have one year from the date the new ordinance is codified; and would like this to be done as quickly as humanly possible.	December 17, 2019	December 17, 2019
242	November 26, 2019	City Manager/NDS	Bring back information by February 2020 on how to turn the city owned lots along Spring Haven into a Conservation Easement along Spring Haven Drive.	February 2020	
243	November 26, 2019	City Manager	Send a letter from the Commission supporting the Florida League of Cities priorities and send to elected officials. 1) Copy of letter sent to Commission 1/21/20		December 11, 2019
244	November 26, 2019	City Manager	Letter congratulating newly elected officials. Have those letters gone out for this past election? 1) Copy of letters sent to Commission 1/21/20	January 2020	January 10, 2020
245	November 26, 2019	City Manager	City Manager amend agenda on Dec 5th, 2019 for presentation		December 5, 2019
246	December 2, 2019	Public Works	Provide financial impact of removing suggested purchased properties within Big Slough Flood Study area from tax roll. Provide map of locations along creek Operations staff is clear cutting. Investigate available property for possible "property swap".	September 2020	
247	December 5, 2019	City Manager	Add to future Legislative Priority List -- requesting the State of Florida regulate e-cig sales with licensing format that includes all tobacco and tobacco products (similar as the State regulates alcohol).	February 2020	

